



**CALIFORNIA NATIONAL GUARD
COUNTERDRUG TASK FORCE
TOUR ANNOUNCEMENT**



**OPEN TO
ARMY NATIONAL GUARD**

1. **POSITION AVAILABLE:** Special Security Officer - Temporary (para/lin 1000/02)
2. **LOCATION:** Mather, California
3. **TOUR NUMBER:** FTNGCD 09-05
4. **EFFECTIVE DATE:** 20 October 2008
5. **CLOSING DATE:** 19 November 2008
6. **TOUR ENDING DATE:** 1 December 2009 or 30 days after the incumbent return from deployment
7. **MINIMUM GRADE:** E-7 / W-1 / O-1 **MAXIMUM GRADE:** E-9 / W-3 / O-3
8. **MOS / AFSC:** N/A
9. **PERSONNEL ELIGIBLE TO APPLY:** (X) Male (X) Female (X) OFF (X) WO (X) ENL
 - a. Members of the Army or Air National Guard
 - b. Not within 6 months of Expiration Term of Service (ETS)
 - c. Applicants must be able to complete the tour prior to achieving 17 & 1/2 years active service.
10. **SELECTING SUPERVISOR:** Team Commander
11. **MILITARY STATUS:** FTNGDCD, Title 32, Section 502(f)
12. This position is a temporary Full Time National Guard (FTNGDCD) Tour to backfill a CD member deployed. Tour is subject to the availability of funds from fiscal year to fiscal year.
13. **APPLICANT MUST**, at a minimum, submit the following documents and meet all applicable criteria:
 - a. Cover letter stating why you are interested in Counterdrug, the position number you are applying for and how you will add value to the program.
 - b. Letter of recommendation from M-Day Unit / Wing Commander.
 - c. Military Biographical Summary or Resume.
 - d. DA 1058-R Completed and Signed, CD Commander may sign as the commander if selected.
 - e. Retirement Point Accounting Statement (RPAS) / AF Form 526 – Points Summary Credit.
Note: Failure to disclose pertinent information that is not coded on this form may be grounds for release from the program.
 - f. All DD Forms 214 (copy must include bottom portion with RE Code).
 - g. Medical:
 - (1) Army: Printout of Individual Medical Readiness (IMR) report. Found under AKO, My Medical Readiness.
 - (2) Air Force Form 422.
 - h. Army Physical Fitness Test Score Card (DA Form 705) / ANG Fitness Assessment Results.
 - i. Last three NCOERs / EPRs or memorandum of explanation from rater as to why they are not available.
 - j. Completed and signed CD Form 301 & CD Form 302 (on CD website).
 - k. Copy of ten year driving record from the California Department of Motor Vehicles,
<http://dmv.ca.gov/forms/inf/inf11125.pdf>

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14. Applicants must meet medical retention standards IAW AR 40-501, chapter 3 / AFI 48-123, attachment 2. Additionally, if selected must complete and submit periodic health assessment / AF Form 422 Physical Profile Serial Report within 60 days of tour start date.
15. Army National Guard personnel must meet the HIV testing requirements of AR 600-110, Identification, Surveillance, and administration of Personnel Infected with Human Immunodeficiency Virus (HIV) within 24 months.
16. Air National Guard members must have a periodic medical examination within 24 months prior to entry and current HIV test within 180 days prior to entry.
17. Over 40 applicants must have DA Form 4970 Cardiovascular screening and /or RISK index if applicable / ANG members must have an exercise tolerance treadmill test if the Cardiac Risk Index (CRI) is 10,000 or greater.
18. Applicants must possess a Favorable Entrance National Agency Check /National Agency Check (ENTNAC/NAC) within past 10 years and possess with no adverse actions or derogatory comments.
19. Applicants must be willing to relocate within the State of California.
20. **Applicants meeting any of the following are INELIGIBLE to APPLY:**
 - a. Not a member of the National Guard.
 - b. Does not meet medical retention standards.
 - c. Does not meet body composition/weight control standards prescribed by AR 600-9 / NGR (AF) 35-11.
 - d. Involuntarily removed from AD or FTNGD for cause, non selection for promotion, or resignation in lieu of adverse personnel action.
 - e. Non-selection for retention.
 - f. Under current suspension of favorable personnel action (flagged) per AR 600-8-2.
21. **Unique Requirements for Counterdrug tours:**
 - a. Urinalysis testing is required upon entry of active duty and periodic testing during active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under Substance Abuse Testing or the ANG Drug Abuse Testing Program.
 - b. Requirement to continue attendance at IDT/IAD and Annual Training while on FTNGDCD.
 - c. Status of employment is year to year subject to availability of funding.
 - d. DMV records review, criminal records checks, and/or security screening of applicants will be performed prior to entry on duty. Note that derogatory reports may result in application denial.
 - e. Standards of Conduct.
 - (1) Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Outside employment will require written approval from the Counterdrug Commander.
 - (2) National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.
 - f. Maintain height / weight standards IAW AR 600-9 / AFI 40-5.
 - g. Accomplish yearly training requirements to include passing Army physical fitness test /ANG physical fitness assessment, weapons qualification, and doctrinal training.

22. Job Description:

The Special Security Officer (SSO) manages day-to-day operations of the Sensitive Compartmented Information Facility (SCIF). This involves document control, billet management, personnel, physical and TEMPEST security programs. The SSO is responsible for developing computer, physical and TEMPEST security procedures, standards and instructions for the SCIF. The SSO will be responsible for the protection of classified information at the SCI level

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ensuring that all SCI is properly accounted for controlled, transmitted, transported, packaged, safeguarded and destroyed by authorized means. In addition, the SSO will be required to perform other security related administrative tasks, including maintaining various databases, SCI access certifications, badge programming and access control systems, SCI briefings/debriefings, and manage foreign travel of those assigned to the SCIF.

23. Preferred Qualifications:

- a. Preferred military intelligence career fields; MOS of 96/97/98 or AFSC of 1N or 14N – Intelligence (however, not required).
- b. Require a Top Secret clearance with SCI access
- c. Must have an ability to work independently under minimal supervision
- d. Good computer skills and working knowledge of Microsoft Office family of software (i.e., Access, Excel, Power Point and Word) is required.
- e. Ability to work flexible hours and work assignments.
- f. Be of high moral and ethical standards.
- g. Possession of good written and verbal skills is necessary.
- h. Motivated self starter and team oriented

24. SUBMIT COMPLETE APPLICATION (with all required documentation/certificates) to:

Counterdrug Task Force
ATTN: CD J1, NCOIC
10620 Mather Blvd.
Mather, CA 95655

25. Questions may be directed to the J-1 at (916) 369-4907. Website is: <http://www.calguard.ca.gov/cdtf/>

26. NOTE: THE FOLLOWING WILL RESULT IN PACKET DISQUALIFICATION:

- a. An incomplete packet.
- b. Packets received after the closing date.
- c. Failure to meet minimum requirements for the announced position.

27. Equal Opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.